



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director of Human Resources

TITLE: **RECEPTIONIST (Provisional* Appointment)**

SALARY: \$24,931 - 31,619 annually

LOCATION: Monroe County Department of Public Safety - Probation

JOB SUMMARY:

This is a clerical position which involves responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. The work involves answering phones, directing visitors and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. This employee works independently under direct supervision from, and reports directly to, a higher-level clerical employee or administrator. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years of full-time or its part-time equivalent paid office clerical experience; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: College level training in other than clerical or secretarial science area cannot be substituted for any work experience.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: October 14, 2021

Posting Deadline: November 1, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.